

## WIESBADEN TRAINING SUPPORT CENTER CLASSROOM RESERVATION AND CONTROL

Request the use of a CLASSROOM located in the Training Support Center  
(TSC) Bldg 1032 on Clay Kaserne

Class date: \_\_\_\_\_ Today's date: \_\_\_\_\_

Time (from): \_\_\_\_\_ To: \_\_\_\_\_ POC: \_\_\_\_\_

Title of Class: \_\_\_\_\_ Room assigned: \_\_\_\_\_

Instructor: \_\_\_\_\_ Number of People: \_\_\_\_\_

Unit: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Equipment Needed:** \_\_\_\_\_

**NO EATING IS ALLOWED IN THE CLASSROOM! ALL DRINKS MUST  
BE IN SPILL PROOF CONTAINER! FIRE EVACUATION PLAN MUST BE  
BRIEFED! ALL CANCELLATIONS MUST BE MADE 24 HOURS OUT!**

1. The classroom will be open **ONLY** by the **PERSON IN CHARGE** of the class and the TSC personnel will NOT interrupt any class or be a messenger for incoming phone calls. Customers may use the telephone located in the TSC. **NO CLASSROOM INTERRUPTIONS**
2. The TSC BLDG is open Monday through Friday from **7:30 to 16:00** hours. The classrooms must be cleaned, inspected and keys turned- in by 16:00 hours. (For extended hours, we request a memorandum at least two weeks out from the start of your scheduled training)
3. Noise will be kept to an absolute minimum. At the end of the training day, all equipment will be turned off, unplugged and returned to the same condition as found. (To include desks and tables)
4. It is the instructor responsibility to insure the room is cleaned with floors vacuumed and all trash removed. (Trash containers are located on the side of building 1032)
5. At 15:45 (or before) the person in charge will notify the TSC office that the room is ready to be checked for cleanliness. The person in charge will then be released from responsibility.

**6. ALL CLASSROOM KEYS WILL BE TURN-IN AT THE END  
OF TRAINING DAY**

**SIGNATURE**\_\_\_\_\_